

# Silverbrook Elderly Housing Liaison Committee Town of Orange

Unofficial Meeting Minutes November 13, 2025

Meeting called to Order at 12:00pm.

**Attendees:** Fred Palmer, Skip Clark, Sharon Ewin, Stacey Johnson, Dennis Marsh,  
EHM: Regional Manager Kristy Donahue, Property Manager, Shanelle Patterson,  
Residential Services Coordinator, Lamischa "Missy" Dunston  
Guest: Penny Fisher of Connecticut Housing Finance Authority (CHFA)



## Review of October's Minutes: (Johnson/Marsh) Approved

Introduced Penny Fisher from CHFA who discussed the Grant process for funding to make repairs to the building. Penny discussed:

- Requires a Capital Needs Assessment, Shanelle will resend it
- The Town owns the property. Previous grant for exterior of the building in 2013 was the former SSHIP State-Sponsored Housing Improvement Program, now is by invite only
- Penny states we are presently on the consideration list – Penny stated "by having a conversation with her puts us on the consideration list". This program is presently on a pause and is not accepting new applications until it can process the application it has already received.
- future grant would be for the interior of the building,
- priority needs up to \$300,000 for critical in nature items, AC and hot water heater would be a critical needs
- with Priority Needs, the Town will be expected to put some money towards the repairs. Connecticut Department of Housing (DOH) has the say regarding this.
- Required to have \$45,000 in our reserves
- Process requires a building inspector to state that such item has reached the end of its useful life,
- Management consultation – much more extensive application and process.
- Priority Needs is a 1-page application in which the applicant states critical needs from a third party, 1 to 1 could be just for quotes, but might need to upgrade which could require an architect.
- Priority Needs has a pre-developed arm that allows the state to pay pre-development expenses. Soft costs such as EHM to write the grant request, an architect, and town engineer costs.
- Sophie at EHM handles grants
- Discussed that the town can hire Rotallo for cost estimations but would need to follow the Town's procurement process.

- Application is online. Penny stated she can send it to the committee.
- A discussion with the Town Engineer, Bob Briton to coordinate the process on the Town's end.
- There is checklist which would be utilized
- It is a rolling process in which Penny can review it in a week, submit it and it is possible to see the money in a month.
- It is not a reimbursement, but a priority needs so the process is expedited.
- Community Development Block Grant (CDBG) are Federal funds from the Department of Housing while SSHIP is a State grant
- If Penny is not going to invite Silverbrook to apply for a SSHIP grant for 6-8 months, perhaps the Town would apply for a CDBG,
- Can use either CDBG or SSHIP funds to refurbish bathrooms and kitchens.
- Question was asked if there are any new sites to look at? Penny suggested Westfield Gardens in Manchester who received funding in 2018
- Questions was asked is there are standard designs that should be looked at? Penny stated we should remove the tubs and put in walk-in showers. CDBG favor walk-in showers and generators. They do not like granting money towards parking lots. SSHIP should be asked for parking lots.
- Penny explained that if a CDBG grant was approved for \$2.5 million but the actual expense was \$5 million you can go to SSHIP for the other \$2.5 million. You can combine 2 funding sources. SSHIP wants you to make the project whole, they do not want you to come back a short time later.
- Fred Palmer asked about the process for the Waitlist. Penny stated:
  - To open the waitlist, advertise for units according to the Fair Market Plan when the waitlist will open and when it will close – example April 1 – May 31.
  - Then assign each application a control # when it comes in.
  - Put all the control #'s in a hat and pull out each #
  - First control # is #1, second pulled # is #2, etc. thus building your waitlist.
  - Look at the Demographics of your facility. Then you advertise, outreach to a community population that is underrepresented.
  - Advertise period needs to be for a “reasonable amount of time.” Can place an ad in a laundry mat in New Haven, can use Social Media, etc.
  - The new waitlist goes to the bottom of any existing waitlist.
  - Waitlist should be purged yearly. It is the prospective tenants responsibility to notify Silverbrook in changes in contact information.
  - If a person says no, not ready 3 times then they can come off the waitlist
  - Incomplete application, Silverbrook should reach out for clarification
  - Shanelle stated she has been purging the waitlist every 6 months. Was 75 people on waitlist, now it is down to 25 people.
  - Fair Housing says the waitlist should be 3 times the # of units or 2 years to get through the waitlist – 5 openings a year.

- Shanelle was thinking to put an advertisement in the papers for Jan 5, 2026.

### **Administrators Report:**

- Reviewed Financial Report
- Cash \$70,236.65 administrative
- Cash \$79,567.20 Congregate
- Accounts payable \$124,382.00
- Request that moving forward, all Board meetings be held in person bi-monthly or quarterly. Board was on board with this request.
- Invited Board to the 50<sup>th</sup> Anniversary celebration of EHM.
- December 9 6-7:30pm Silverbrook Resident Christmas Party
- Routine Maintenance – 29 Service calls were completed
- There is no official meeting scheduled for December. The Board is invited to attend the Christmas Party
- Maintenance – shift 7am-3pm Duties include picking up garbage around the perimeter, check mechanics, address work orders, check parking lot, repainted staircases, mulched gardens, repair cracks outside.

### **Resident Services Coordinator Report:**

- December 12 Luncheon
- Christmas Party Dec 9
- 17 residents were served
- Arts and Crafts
- Movie Night
- Flu Shots were offered with the OVNA

Committee Report – No Committee

Other Business – No report

Meeting adjourned at 1:35pm. (Marsh/Clark) approved

The next meeting will be held on January 8, 2026

Submitted by: Dennis Marsh, Recording Secretary